Facilities Rental Fee Exception

1. State the purpose of your event

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. State the reason your event qualifies for an exception under Procedure C.1.3.3
   (A. Co-Sponsorship, B. Professional Organization or C. Special Case – Be Specific)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

To be completed by Alamo Colleges Vice Chancellor/President for each cases A, B or C

☐ Approve
☐ Disapprove
   The reason behind your decision:

________________________________________________________________________

Signatures

Customer Signature                                      Alamo Colleges Representative

________________________________________________________________________

Name Printed                                           Name Printed

Title: _______________________________________________ Vice Chancellor/ President/Designee

Chancellor approval for case C only: